



January 11, 2017

Dear President Whyte and Members of the Library Board,

This letter is to bring you up to date on activities during the months of November, and December, and to provide a look forward to some of the projects which will be coming up. Happy New Year to all as we start fresh in 2017! On a personal note, my father passed away the day before our November Library Board meeting. I have been in and out, mostly out, of the office since then through the end of the calendar year. This Board Letter may be a bit shorter as details of the library activities continued during my absence, I have not been fully informed of all details.

Library Services Reports: (Consent Agenda). The October and November 2016 Library Services Reports are included in your Board Packet. The Expenditure Reports for November and December are also included.

Main Library Update. Staff continued with all regularly scheduled programming in November, right up to the closure for the ILS installation and after in December as training and implementation continued. The holidays and ILS installation significantly reduced the number of open days for the libraries, seven closed days and three early closures out of 61 days over the last two months. Circulation and door count will reflect the reduced open hours in November and December.

The new Board Game collection is gaining traction as one commenter said that he was amazed our library offered games for checkout and loved being able to play games he only wished he could purchase at the store. The family and adult board game days are popular, especially when the school-age children are out of school. The quarterly Community Blood Drives continually have a full slate of advance appointments and the Red Cross is greatly appreciative of our efforts to get the word out and offer our facility as a donation site.

A library customer expressed concern over the condition of our flags (U.S., State, and City). The Library replaces the three flags twice a year, in June around Flag Day (June 14) and again in November just before Veterans Day (November 11). The library flag pole is very tall and the flags are subjected to a lot of wind without being afforded the protection of tall buildings. The flags become tattered and faded more quickly than other city buildings. The concerned customer has offered to donate the money to replace our flags however, I am not sure she realizes the cost. I have been in contact with her and explained our replacement schedule and only recently forwarded on the cost to replace the three flags (\$545.84 plus tax and shipping, close to \$600). I have not heard back from her.

Alameda is filled with talented people! Authors, artists, bakers, makers, vintners, brew masters, handcrafters, and many more. The Library frequently receives requests from these local artisans to highlight or offer a program about their talent(s). Through the brilliance of Supervising Librarians Cosette Ratliff and Eva Volin, the library will host a showcase: "Made in Alameda." Local authors, artists, crafters, or DIYers are invited to apply, and staff will select presenters. Selection will be made based on space available and to create a balanced selection of artisans. We acknowledge that not everyone will be selected. We will try this out this year and if it is popular, we may make it an annual or

biannual event. We have enlisted the Friends of the Library as a co-sponsor and will charge a table fee in order to cover expenses, such as an ad in the local newspaper about the event, scheduled for March 18 at the Main Library.

Plans are already being considered for next summer and the staff would like to consider conducting another "Food for Fines" canned food drive for the Alameda Food Bank. The Library hosted the food drive a few years ago and cleared about \$6,000 off the books and was the second largest food drive for the Alameda Food Bank, the November "Scouting for Food" being the largest. Since ours is during the summer months, it is well timed for the food bank to receive the canned goods almost opposite the Scout food drive. The timing for the food drive would also help clear records within the new Integrated Library System and clean up library files as well as make the library accessible for many AFL cardholders who have been blocked due to fines. More information as we develop plans.

Integrated Library Systems (ILS). Supervising Librarian Marlon Romero earns his gold stars! The ILS procurement, installation, training, and implementation process is moving forward on schedule. All three libraries were closed on Monday, November 28 and Tuesday, November 29 to effect the final installation and migration switchover. During the course of the day intensive staff training was also conducted. Wednesday, November 30 was a "soft opening" with the staff using the new system offline with the public and beginning Thursday, December 1, the new ILS went live. Marlon is phasing in the "back of house" functions such as serials, cataloging, ordering, recommended book carousel, and more.

All staff have been working hard to learn the new system and the "hiccups" have been relatively minor. The public has been very patient and once they learned how to navigate the new catalog, seem to enjoy the new system. Kevin has been working diligently with his staff to ensure they understand the operations of the new system and is working with Laura Klatt to fix minor issues before creating "cheat sheets" for staff. Accounting to balance cash drawers has required some tweaking a sleuthing by Kevin and Lori but issues are slowly being worked out. Credit card chip readers are installed at all three libraries. The new "self-registration" function is almost ready to launch.

There is a little difficulty in installing one of the security gates back by the café. We have a contractor coming in at the end of January to hopefully complete installation. Training is on-going and hand-on experience is the best "trainer" of all. At the end of March, Marlon will take a long, well-deserved, vacation. He has certainly earned it.

New Library Logo. I had hoped to have some draft designs to present at the November meeting and then at the January meeting but I do not have anything yet to show. I have spoken with our designer's city contact (City Public Information Officer, Sarah Henry) and she thinks I should have something in hand to show the Board very soon. The election and the holidays took a lot of their free time and she expects things to settle down just a bit in the New Year. The Friends of the Library have also inquired about the status of our new logo and the answer to them is the same. Ideas, themes, samples, and the like have been forwarded to the graphic designer so now we wait.

Friends of the Library. The Friends of the Library did not meet in December. There are plans to partner with the League of Women Voters of Alameda to host the Presidential Inauguration Viewing on Friday, January 20; and also to partner with the American Association of University Women and the League of Women Voters of Alameda to offer a discussion on Islam some time in February.

The next Friends Executive Board meeting will be on Monday, January 23, 2017, at the Main Library in the Family Study Room at 6:30 p.m.

Alameda Reads. Program Coordinator, Sue Mark, has returned from her six months of study in Japan with her family. She was the recipient of an NEA grant (National Endowment of the Arts). Her success in the art world continues to grow. She has received additional grants upon her return and has decided to pursue her art work full-time. This means she is moving on from Alameda Reads. We will miss having her here. The direction of the program and the welcoming tone that permeates the day-to-day work of the literacy program remind all of her extraordinary contributions to the library's Alameda Reads program. Interim Literacy Director Amy Prevedel will be offered the position as she has done a wonderful job "holding down the fort" while Sue was gone. I will be meeting with Amy soon to discuss the position and the direction of the program. It is my hope to continue to grow the literacy program by adding some additional part time clerical assistance thus freeing up Program Assistant Barbara Papik to work with the volunteers and learners.

Activities and Events.

- Jan 3 Open Computer Lab. 1:00 p.m. Main Library, Computer Lab (every Tuesday)
- Jan 3 Beginning Book Club. 3:30 p.m. Main Library, Felker Programming Room (also Feb 7)
- Jan 3 Family Story Time. 7:00 p.m. Bay Farm Island Library (every Tuesday)
- Jan 4 Community Sing-Along. 10:15 a.m. Main Library, Stafford Room (every Monday and Wednesday)
- Jan 4 Peter Rabbit Story Time. 10:30 a.m. West end Library
- Jan 4 Open Computer Lab. 1:00 p.m. Main Library, Computer Lab (every Wednesday)
- Jan 4 School-age Story Time. 3:30 p.m. Main Library, Felker Programming Room (every Wed)
- Jan 4 Teen Book Club. 4:00 p.m. Main Library, Stafford Room
- Jan 4 Teen Advisory Board. 5:30 p.m. Main Library, Stafford Room
- Jan 4 Lawyers in the Library. 6:00 p.m. Main Library (also Feb 1)
- Jan 5 Community Blood Drive. 10:00 a.m. Main Library, Stafford Room
- Jan 5 Peter Rabbit Story Time. 10:00 a.m. Main Library, Felker Programming Room (every Thursday)
- Jan 5 Thursday Craft. 3:30 p.m. Bay Farm Island Library. (every 1st Thursday of the month)

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- Jan 6 Open Computer Lab. 10:00 a.m. Main Library, Computer Lab (every Friday)
- Jan 6 First Friday Family Film: "The Good Dinosaur" 7:00 p.m. Main Library, Stafford Room
- Jan 7 Mama Goose Story Time. 10:00 a.m. Main Library, Felker Programming Room (every Saturday)
- Jan 8 Libraries Outside: Castro to Sutro Hike. 9:30 a.m. S.F.
- Jan 8 Self-Paced Open Computer Lab. 1:00 p.m. Main Library, Computer Lab (every Sunday)
- Jan 9 Adult Film Series: Merry Christmas, Mr. Lawrence. 5:30 p.m. Main Library, Stafford Room
- Jan 9 Alameda Book Club. 6:00 p.m. Main Library Family Study Room (also Feb 13)
- Jan 10 Intermediate Book Club. 3:30 p.m. Main Library, Felker Program Room (also Feb 14)
- Jan 10 Alameda Great Books Club. 6:00 p.m. Main Library, Family Study Room (also Feb 14)
- Jan 11 Computer Basics. 6:00 p.m. Main Library, Computer Lab (every Wednesday)
- Jan 11 Library Board Meeting. 6:00 p.m. Main Library, Administrative Conference Room
- Jan 12 Congresswoman Barbara Lee Satellite Office Hours. 3:00 p.m. Main Library, Administrative Conference Room
- Jan 12 Paws to Read. 3:45 p.m. Main Library, Felker Program Room (for 6 wks. on Thursdays)
- Jan 14 Brunch & Learn: Data Visualization. 10:00 a.m. Main Library, Computer Lab
- Jan 14 Alameda Writers' Group. 12:30 p.m. Main Library, Family Study Room
- Jan 14 We Love Legos. 2:00 p.m. Main Library, Felker Programming Room
- Jan 15 Coloring for Adults. 1:15 p.m. Main Library, Family Study Room
- Jan 16 ALL LIBRARIES CLOSED - OBSERVANCE OF MARTIN LUTHER KING, JR. DAY
- Jan 16 Libraries Outdoors: Work Day. 8:30 a.m. MLK Regional Shoreline.
- Jan 17 Check Yo' Shelf. 7:00 p.m. Main Library, Family Study Room
- Jan 18 Cup of Coffee and a Good Book. 1:15 p.m. Islandia Clubhouse (also Feb 15)

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Jan 18 Advanced Book Club. 3:30 p.m. Main Library, Felker Programming Room (also Feb 21)

Jan 19 We Love Legos. 3:30 p.m. Bay Farm Island Library (every 3rd Thursday of the month)

Jan 19 Playdough Play. 3:30 p.m. West End Library (every 3rd Thursday of the month)

Jan 20 Presidential Inauguration Viewing Event. 8:00 a.m. Main Library, Stafford Room

Jan 24 Knitting & Crocheting. 7:00 p.m. Main Library, Family Study Room (also Feb 28)

Jan 28 Libraries Outside: East Side Rocky Ramble. 8:00 a.m. Black Diamond Mines

Jan 28 Grown Up Gaming. 1:00 p.m. Main Library, Stafford Room

Jan 28 Drop-In Art. 2:00 p.m. Main Library, Felker Programming Room (every 3rd Saturday)

Jan 28 Family Game Day. 2:00 p.m. Main Library, Felker Programming Room (also Feb 25)

Feb 3 First Friday Family Film: Kung Fu Panda 3. 7:00 p.m. Main Library, Stafford Room

Feb 4 Teen Advisory Board Movie & Games. 4:00 p.m. Main Library, Stafford Room

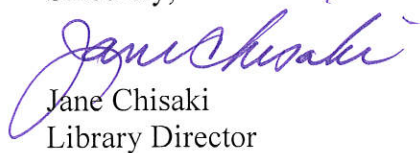
Feb 5 Libraries Outside: Sunday Stroll. 10:30 a.m. Redwood Regional Park

Feb 6 Adult Film Series: He Who Gets Slapped. 5:30 p.m. Main Library, Stafford Room

Feb 20 ALL LIBRARIES CLOSED – PRESIDENTS DAY OBSERVANCE

If you have any questions about the items to be considered at the Board meeting, or if you would like to discuss these or any other items, please email me at jchisaki@alamedaca.gov or give me a call at 747-7747. I look forward to seeing you on Wednesday evening.

Sincerely,


Jane Chisaki
Library Director